

NASA GODDARD SPACE FLIGHT CENTER'S WALLOPS FLIGHT FACILITY SNOW PLAN

This Plan describes the process and roles and responsibilities to determine if the NASA Wallops Flight Facility (WFF) will have a delayed opening, a closure, or an early closure related to inclement snow and/or ice weather conditions. The goal of this Plan is to balance the conduct of WFF's mission with the safety of our employees. The main criterion is to ensure the safety of employees while on WFF, with the second criteria being a reasonably safe commute to the WFF.

General Criteria for Delayed WFF Base Opening

Delayed opening is appropriate when snow and ice conditions and clearing activities, both on and off WFF, can be accomplished in time for the majority of employees to be able to arrive and work in a reasonably safe manner at least 4 hours on a given day. Delayed opening is generally appropriate when a storm has passed peak intensity for our commuting area, and additional time is needed to clear public roadways and roads, sidewalks, and parking lots at WFF. Non-essential employees will be denied access to WFF at the gate by security personnel until 30 minutes prior to the established delayed opening time so that ice and snow clearing activities can be completed prior to employee arrival. Generally essential personnel for NASA WFF are defined as fire, security, operations and maintenance, and essential Wallops Orbital Tracking Station personnel. Essential personnel are defined by Wallops NASA, Navy, and NOAA Senior Management, and a list of those names is maintained in the Wallops Security Office. Senior Management officials are responsible to keep the essential personnel names updated with the Wallops Security Office.

General Criteria for WFF Base Closure

Base closure is appropriate when snow and ice conditions for the majority of employees make it unlikely that employees could get to work and work with reasonable safety, and conditions are not expected to improve during the day. An example would be when the roads are becoming impassable in the early morning hours, and conditions are not expected to improve or are projected to intensify during the day. These conditions would also prohibit successful WFF clearing activities. Non-essential personnel will be denied access to WFF at the gate by security personnel until resumption of normal Base operation times or 30 minutes prior to a delayed opening time.

Process for Base Delayed Opening or Base Closure

1. When snow and ice conditions are projected to exist within 24 hours, the Assistant Director Management Operations, Caroline Massey, will confirm Dr Campbell, or an alternate, as the Facility Director point of contact (POC) for any weather emergency.

2. The Public Affairs Office (PAO) will issue public address (PA) system and Email announcements reminding WFF employees of the process for snow condition information, including removal of all personal and assigned government vehicles to designated parking areas. The designated parking areas listed on five Main Base and one Island area maps (Attachment 1).
3. The WICC Help Desk and facilities personnel will continually survey WFF conditions and projections in cases of snow and ice conditions.
4. Phase I activities listed in the Management Operations Snow and Ice Clearing Process (Attachment 2) will be implemented once these conditions exist.
5. The lead representative on duty at the D-8 Boiler Plant will notify the NASA Civil Service POC, A.J. Kellam and the WICC Manager prior to 4:30 am concerning conditions at WFF and in the commuting area. Of specific interest are the National Weather Service forecasts, reports from the Maryland and Virginia State Police, and the several county Highway Departments. Also additional data concerning current accumulation of snow and ice and if forecasted conditions are improving or deteriorating at WFF and the commuting area. These personnel will concur on the conditions, issue a recommendation, and corresponding course of clearing actions to report to the Wallops Senior Manager, Dr John Campbell.
6. At 4:30 am the WICC Manager will call Dr. Campbell with Base conditions, commuting area conditions and projections, and clearing expectations.
7. Dr. Campbell will consider the data and approve normal Base opening, delayed Base opening, or Base closure. If a Base delayed opening decision is made, a specific time must be established, including the consideration that employees can arrive at the Base 30 minutes prior to the announced revised opening time.
8. Dr. Campbell will notify the AEGIS Combat Systems Center (SCSC) Duty Officer, 824-2058 and the NOAA Station Manager on 894-3320, of the NASA closure or delayed opening decision. If the decision is made for normal operations, the WICC manager will notify the Navy and NOAA POC's. The Navy and NOAA are responsible for making their own announcements to their employees and the media on any delay or closure decisions. Separate delay or closure decisions by NASA tenants do not change the clearing priorities listed in Phase II (Attachment 2).
9. If a decision is made for delayed opening or closure, then John will call the PAO representative, Keith Koehler, and Keith will notify the local radio and television stations. Base status information (open normal time, delay, or closure) will be available to the media by 5:00 am.
10. Dr Campbell will also notify the GSFC, Office of the Director, of the status of the WFF.

General Criteria for Early WFF Base Closure

Early closure is appropriate when snow and ice conditions make it dangerous for a majority of WFF employees to get home. An example would be when there is an accumulation of snow already, and the weather reports clearly indicate additional mid-afternoon accumulation or icing that would make travel home unreasonably hazardous.

Process for Early Closure

If snow and ice conditions begin during regular duty hours, the WICC Help Desk will monitor local weather, EMS, and road condition projections through 6:00 pm in local Maryland and Virginia areas, and advise NASA POC, A.J. Kellam. Updates to the Assistant Director of Management Operations, Caroline Massey will be discussed on an hourly basis. If necessary, PAO will issue Email and PA announcements advising employees to move vehicles to the designated parking areas listed in Attachment 1.

Once extremely hazardous conditions are projected to exist for the entire or a large portion of the commuting area, Dr Campbell will be notified by Caroline Massey. After consultation with Dr Campbell, a decision for early closure may be made, if conditions seem to be deteriorating to the point that many employees would find it dangerous to drive home. If conditions are extremely hazardous for only specific areas such as the Maryland counties, then a PA and Email announcement on those conditions and liberal leave policy will be made by the PAO. If the decision is made to close the Base early then Dr Campbell or Caroline Massey would call the SCSC Duty Officer, NOAA, Keith Koehler, and the Center Director of Goddard Space Flight Center in Greenbelt. The Wallops operational status line shall be updated, as a minimum, on a daily basis during expected severe weather. **This process shall also be used for any other severe weather situation which warrants an early Base closure.**

Delayed opening, early closure, or closure would not be expected for events that impact isolated localities i.e., flooding of the causeway to Chincoteague. Liberal leave announcements would be appropriate for this situation.

SUGGESTED ANNOUNCEMENTS: *(Keith will update for final version)*

1. Delayed Base Opening
The NASA Wallops Flight Facility will be closed to all non-essential personnel until _____ a.m. Liberal leave policy is in effect. Employees are reminded that only essential personnel on file with the Wallops Security office will be admitted to the WFF, until 30 minutes prior to the announced Base opening time so that clearing operations for your safety may be completed.
2. Base Closure
The NASA Wallops Flight Facility will be closed today to all non-essential personnel. Employees are reminded that only essential personnel on file with the Wallops Security office will be admitted to the WFF, until 30 minutes prior to the announced Base opening time so that clearing operations for your safety may be completed.
3. Early Base Closure/Departure.

Because of hazardous weather conditions, all non-essential employees who reported to work today will be excused from duty for the remainder of the day starting _____ a.m./p.m. Please move all Government and any personal vehicles to the Snow Plan designated parking areas before you leave tonight so that plowing operations can be completed. Vehicles not moved to the designated parking areas are subject to being towed.

4. Potential Severe Weather Warning

Weather conditions (in the general or specific stated areas) are expected to deteriorate over the next few hours. As conditions vary widely across the Shore, please be responsible for your own safety, and speak with your Supervisor about liberal leave to accommodate a safe drive to your home.

<u>Key Phone Numbers</u>	<u>Home</u>	<u>Work</u>
John Campbell	757-787-4043	1201
Cell	757-894-2187	
Craig Purdy	410-957-1583	1555
Cell	757-894-2057	
Caroline Massey	410-957-1915	1959
Cell	757-894-3679 or 443-880-5519	
Ed Weiler	410-266-5487	66-5121
Mike Ryschkewitsch	703-656-1750	66-5066
A. J. Kellam	410-749-0545	1438
Bill Phillips	757-787-3793	1209
Cell	757-894-3049	
Keith Koehler	410-651-5824	1579
Betty Flowers	757-665-4283	1584
SCSC Duty Officer	757-824-2058	2058
NOAA, Doug Crawford	757-894-3320	7374
Terry Potterton	410-546-3997	1498
Jim West	757-336-1404	2162
Cell	757-894-5245	
David Quillen	757-336-3303	2025
Cell	757-894-1926	
William Hoffken	757-824-0224	7037
Wallops Weather		
Recordings	1-800-521-3415	
	757-824-1176	

TV AND RADIO STATIONS:

Tasley, VA
WESR-AM (1330) 757-787-3200
WESR-FM (103.3) 757-787-3200

New Church, VA
WBEY-FM (96.9) 757-854-0969

Salisbury, MD
WMDT-TV (Chan 47) 410-742-4747
WBOC-TV (Chan 16) 410-749-1111
WSBY-FM (98.9) 410-742-5191
WLVW-AM (960) 410-742-1923
WQHQ-FM (104.7) 410-742-1923

Parksley, VA
WVES-FM (99.3) 757-665-6500

Princess Anne, MD
WOLC-FM (102.5) 410-543-9652

Chincoteague, VA
WCTG FM (96.5) 757-336-1804

VA State Police 757-787-5813
If no answer 1-800-582-8350
National Weather Service 804-899-5734
MD State Police 410-749-3101

Attachment 1

Designated Parking Areas

(6 Map Areas)

Attachment 2

December 15, 2005

SNOW AND ICE REMOVAL PROCEDURES

Upon authorization from NASA, the WICC will initiate the following plan for the removal of snow and ice accumulation from Wallops Island and the Main Base. Depending on the equipment these procedures may be implemented either consecutively or concurrently.

All available snow/ice equipment and materials will be placed in a ready state prior to 4:30 pm if snow or ice conditions are forecasted to occur after 4:30 pm. This will reduce the delay if personnel are required to be called in after normal duty hours and before the next regular work day shift. Salt/sand ready equipment will be parked in a heated building if possible to prevent accumulation of ice or a frozen crust on the load of sand to be ready for use on short notice during snow/ice conditions. WICC personnel and FOM's will check the availability of sand cans, and sand in the cans at all required buildings.

If snow or ice conditions occur after the close of business, personnel will be called in to clear the bridge on Wallops Island before the shift change at 11:00 pm and other areas according to the priority list in the next paragraph. Generally, this means that personnel must be called by 9:00 pm to allow ample time to report to work, secure the equipment and clear the bridge.

When snow has accumulated on paved surfaces to 1/2 inch and continuing to accumulate the **NASA Task Area Monitor** shall be notified for approval to begin clearing operations. This procedure should also be followed when roads are ice covered from sleet or freezing rain. Snow removal, sanding and salting operations will be conducted using the following priorities:

Phase I

- A. Island Bridge
- B. Island Causeway
- C. Main & Island Gates

Phase II

- A. All Intersections Including Navy Housing
- B. Road To N-162 To Include WOTS And Balloon Launch Facility
- C. Road To NOAA
- D. All Main Roads Including Navy Housing and Coast Guard Housing

- E. Secondary Roads and Parking Lots
- 3. A. Runways (Contingent Upon Request/Funding By Airport Manager)

The spreaders shall use a mixture of calcium chloride and sand. The mixture of calcium chloride to sand recommended by the local highway department is; 50 lb. of calcium chloride per cubic yard of sand for snow conditions or 100 lb. of calcium chloride per cubic yard of sand for sleet/freezing rain conditions.

During and after clearing activities when the Base is open, WICC and Government personnel will continually monitor streets, sidewalks, and parking areas to ensure conditions remain reasonable safe (i.e. if temperature and or wind conditions changes causing sudden freezing of melting or plowed snow)

NOTES:

1. Building entrances and sidewalks leading to streets will be cleared.
2. During off duty hours a Code 231 Mechanic will be needed to move all Government vehicles to facilitate the clearing/sanding of parking lots.
3. Snow Removal Equipment Available to the O&M Contractor:
 - Mack Dump Truck NA379
 - Ford Dump Truck NA294
 - Ford Dump Truck NA382
 - Caterpillar Earth Mover/Front End Loader
 - JOHN DEERE COZY #6
 - JOHN DEERE COZY #1
 - JOHN DEERE COZY #2
 - JOHN DEERE COZY #7
 - JOHN DEERE COZY #5
 - JOHN DEERE COZY #8
 - GMC 283 1 ton Plow &spreader
 - GMC 284 1 ton Plow &spreader Out of Service
 - GMC 285 1 ton Plow &spreader Out of Service
 - GMC 286 1 ton Plow &spreader
 - John Deere Motor Grader
 - Ariens Snowblower
 - John Deere Snow blower #1
 - John Deere Snow blower #2
 - John Deere Backhoe
 - Caterpillar
 - Bobcat Loader

4. WICC personnel are responsible to order and store all snow removal supplies by November 1 of each year.

5. Weather and Road Condition Information will be obtained as Follows:

During periods of anticipated snow, ice, or extreme conditions the WICC will make the necessary phone calls at approximately 4:00 am to obtain weather and road condition information in both Virginia and Maryland.

The following numbers will be called at the appropriate times and information recorded:

National Weather Service 757-899-5734

Virginia

Accomack County Highway Department

Accomac & Northampton Main Line (757) 787-5856

Accomac (757) 787-1550

Temperanceville (757) 824-3510/4081

Eastville (757) 678-5856

Virginia State Police-Melfa

(757) 787-5813/824-5404

(800) 582-8350

Snow/Flood Hotline

(800) 367-7623

Maryland

State Highway Commission

Worcester (410) 632-0511

Somerset (410) 651-1333

Maryland State Police

Salisbury (410) 749-3101

Princess Anne (410) 651-3101

This information will be made available each morning at 4:15 am during marginal weather to be given to Mr. A. J. Kellam who is the NASA Point of Contact for the Facilities Maintenance Branch, or other NASA official upon request.